

May

# FINELINE

2020

Utah Division of Finance Newsletter for State Accounting & Budgeting Professionals

## Internal Controls in Times of Emergency

*By Cory Weeks, Manager of Accounting Operations*

Challenging times often require adaptation to processes, but changes to processes should never remove important internal controls. Internal controls are established to protect the State's assets, including you, a valuable human asset. When properly designed and executed, internal controls help ensure your area has appropriate safeguards against errors, loss or fraud, which is protection for you. When processes are changed, even temporarily, tremendous care should be taken to ensure adequate internal controls are intact and working to protect the State's assets.

It is extremely important to take a moment in the crush of the current emergency and ask if the procedures you are performing are transparent and are providing appropriate internal controls to truly safeguard the State's assets. Take some time to review your procedure manual ("Redbook") or FINET policies and procedures to verify the actual steps you should be taking and how changes caused by the current emergency have effected internal controls related to your processes.

Internal controls depend on the participation of all employees at every level. Documented processes have internal controls built into those processes that employees may not realize are established to intentionally segregate duties, provide appropriate review and reconciliation procedures, safeguard assets, and ensure compliance with certain requirements. If you or a fellow employee have made changes to your processes due to the current crisis, the integrity of the internal control system may be at risk. If you have concerns about the integrity of the internal control system, notify your supervisor and/or manager immediately.

If you would like us to assist with internal controls, please contact us.

Debbie Empey	<a href="mailto:debbieempey@utah.gov">debbieempey@utah.gov</a>
John Baylis	<a href="mailto:jbaylis@utah.gov">jbaylis@utah.gov</a>
Cory Starley	<a href="mailto:cstarley@utah.gov">cstarley@utah.gov</a>

If you would like us to assist with changes related to accepting credit cards, please contact

Leslee Butterfield	<a href="mailto:lrbutterfield@utah.gov">lrbutterfield@utah.gov</a>
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# COVID-19 Accounting

By Janica Gines, Assistant Director—Financial Reporting & Ops



As we continue to work through the phases of the pandemic response, we wanted to remind everyone of the importance of properly accounting for the costs associated with the response. We have created activity codes and function codes to help identify and track the costs. The codes that should be used for specific costs are included below. We have discussed special coding needs with some agencies and have provided exceptions to those agencies on an individual basis. If you need to create codes for tracking COVID-19 response funds, please work with Janica Gines (801-975-7727 or [jmgines@utah.gov](mailto:jmgines@utah.gov)).

In addition, we have unprecedented levels of federal funds coming into the state to help support the State's response efforts. It is critical to ensure that we comply with all federal compliance requirements and carefully track these funds. Some agencies will be allocated funding the state received from the Corona Virus Relief Fund through the CARES Act. The Governor's Office of Management and Budget is allocating these funds, which will largely be distributed to agencies on a reimbursement basis. We are currently working on the process for reimbursement and will send information on the process once it is finalized.

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## Mass Changes to Coding Blocks

By Justin Taylor, FIS Supervisor

Twice a year the Division of Finance allows agencies to make a mass change to their coding blocks in the State Payroll and DHRM systems, DTS data processing, and Fleet billings systems all at one time. This generally occurs in June for adjustments that need to be made for the new state fiscal year and in September for adjustments needed for the new federal fiscal year. The mass change process is an extremely efficient way for agencies to enter changes to their coding blocks only once that will simultaneously update personnel charge codes in the State Payroll and DHRM systems, ELCIDs for DTS data processing and phone, as well as ELCIDs for Fleet billings at the same time. If agencies don't take advantage of the mass change process, they will have to make changes individually for each code string in each of the above listed systems. Therefore, the Division of Finance highly recommends that agencies take advantage of the mass change process. The Division of Finance FIS team will send out an e-mail with instructions on the mass change process prior to the June and September change windows. If you have any questions, please contact either Justin Taylor ([justintaylor@utah.gov](mailto:justintaylor@utah.gov)) or Jerry Gearheart ([jgearheart@utah.gov](mailto:jgearheart@utah.gov)).

We appreciate all of the hard work and extra effort people are putting in to balance working remotely with continuity of business operations, while adjusting to an ever changing funding situation. We also appreciate the open communication and discussion of challenging issues agencies are facing. We encourage you to reach out with questions and hope the open communication will continue.

### Coronavirus Special FINET and Payroll Coding Reference Sheet COVID-19 Event

#### 1. Staff Work Time or Expenses Related to COVID-19 Activities:

##### FINET Activity

##### Code

FEMA	Use for potential FEMA reimbursement. Use in FINET and ESS
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#### 2. Special Employee Sick Leave or Extended FMLA Leave under Federal FFCRA

Refer to color-coded leave schedule from DHRM

##### FINET Activity

##### Code

CV80	For expanded sick leave for first 3 reasons on HR sheet, up to 80 hours.
CV19	For expanded sick leave for reasons 4,5, or 6 on HR sheet, up to 80 hours.
CV19	For expanded FMLA leave for taking care of a child. HR approval required.

#### 3. Work Time for Employees Assigned to Governor's COVID-19 Tracing Team

##### FINET Function

##### Code

COTR	Used for coding COVID-19 Tracing Team
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#### 4. Costs for GOMB Budgeted Activities

##### FINET Function

##### Code

COVI	Used for coding all COVID-19 costs to be reimbursed with GOMB budgeted funding
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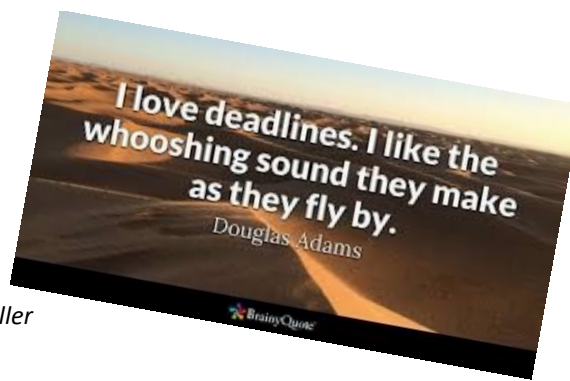
## Write-Offs

*By Robert Johnson, State Debt Collection Supervisor*

Each year the Office of State Debt Collection (OSDC) receives a considerable number of requests to write-off receivables. The process to write-off accounts is cumbersome, as many levels of individuals within the Division of Finance review the collectability of the underlying debts as well as the effect of the write-off request on the financial records of the State. In order to ensure your write-off request is processed within the current fiscal year, please submit your request to Rob Johnson ([robjohnson@utah.gov](mailto:robjohnson@utah.gov)) or Ally Branch ([abbranch@utah.gov](mailto:abbranch@utah.gov)) by May 15 but no later than June 10, 2020.

# Significant Budget and Close-out Deadlines

By Patricia Nelson, Assistant State Comptroller



Significant Budget and Close-out Deadlines			
Date Due	Description	Budget or Close-out	Due to
4/30/2020	Fixed Assets Physical Inventory Due	Close-out	Scott Blackham
4/30/2020	Report federal grants that may become "major" for single audit purposes.	Close-out	Kurt Kleckner
5/1/2020	Agencies may begin to enter FY21 purchase orders into FINET.	Close-out	N/A
5/4/2020	FY21 New Year Original Budget Appropriation Budgets Report Confirmations Due (BGAA Documents)	Budget	Darin Janzen
5/11/2020	FY21 Expense and Revenue Budgets Spreadsheets Due for creation of BGE44 and BGR45 FINET Documents	Budget	Darin Janzen
5/11/2020	FY21 Original Revenue Budgets Tieout BGR45 FINET Documents	Budget	Ally Branch
5/11/2020	Setup Old Fiscal Year Final Restricted Revenue Budgets if the difference between original and final projected revenues exceed \$50,000.	Close-out	Ally Branch
5/15/2020	Submission of AR Write-off documents to OSDC	Close-out	Ally Branch
5/22/2020	FY21 All Budgets Transactions (BGAA, BGE44, and BGR45) loaded into FINET by State Finance	Budget	Darin Janzen Justin Taylor
5/28/2020	Begin entering "June 30" on all Old Year ITI/ITAs	Close-out	N/A
6/3/2020	FY20 Old Year Supplemental Appropriation Budgets (BGAA Documents) Due	Budget	Matt Ferguson Ally Branch
6/3/2020	FY20 Expense and Revenue Budgets (BGE44 and BGR45 Documents Due to match BGAA Documents entered	Budget	N/A
6/12/2020	Last day that you can leave accounting period and fiscal year blank on the header of ALL documents	Close-out	Justin Taylor
6/15/2020	BEGIN completing FINET Security Annual Review form (due August 25, 2020)	Close-out	Brook McElmurry
6/15/2020	Any transactions in Pend / Submit status that have a blank Accounting Period and Fiscal Year will reject in the FINET system.	Close-out	Justin Taylor
6/16/2020	June Budget and Accounting Officer's Meeting	Close-out	N/A
7/1/2020	First day you can enter yearend JVYE accrual entries. This is for transactions that cannot be completed by closeout with a normal FINET entry.	Close-out	N/A
<b>Additional Close-out deadlines will be distributed during the Budget and Accounting Officers' Meeting on June 16th at 8:30am. Watch for details!</b>			

# 2021 Travel Rates

By Cory Weeks, Accounting Operations Manager

The Division of Finance is not adjusting travel rates for meals or mileage for fiscal year 2021. Please remember, however, that the high private vehicle mileage reimbursement rate decreased to 57 cents per mile effective for travel after January 1, 2020. For in-state travel, certain cities had a change in the reimbursable rate for lodging that can be booked without the involvement of the State Travel Office. Below is the table that will be included in FIACCT 10-02.04 beginning July 1., 2020

The travel policies and administrative rule 25-7 include several modifications meant to clarify the intent of the policies and rules. Changes that are more substantive in nature include:

Blanding	\$85.00 plus tax
Bluff	\$100.00 plus tax
Brigham City	\$80.00 plus tax
Bryce Canyon City	\$90.00 plus tax
Cedar City	\$80.00 plus tax
Duchesne	\$90.00 plus tax
Ephraim	\$80.00 plus tax
Fillmore	\$80.00 plus tax
Hanksville	\$85.00 plus tax
Heber	\$85.00 plus tax
Kanab	\$90.00 plus tax
Layton	\$90.00 plus tax
Logan	\$90.00 plus tax
Mexican Hat	\$90.00 plus tax
Moab/ Green River	\$110.00 plus tax
Monticello	\$80.00 plus tax
Ogden	\$95.00 plus tax
Park City / Midway	\$110.00 plus tax
Provo / Orem / Lehi /American Fork / Springville	\$85.00 plus tax
Roosevelt / Ballard	\$90.00 plus tax
Salt Lake City Metropolitan Area (Draper to Farmington), Tooele	\$100.00 plus tax
St George / Washington / Sprindale / Hurricane/ La Verkin	\$85.00 plus tax
Torrey	\$95.00 plus tax
Tremonton	\$90.00 plus tax
Tropic	\$95.00 plus tax
Vernal	\$95.00 plus tax
All Other Utah Cities	\$75.00 plus tax

1. When an itemized receipt is not available for a travel reimbursement request, department Finance Directors are allowed on a case-by-case basis to determine what alternative documentation is adequate. However, the DAS

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Division of Finance will review these exceptions through post-audit. Written findings may result if adequate documentation is not maintained after verbal warnings.

2.State Finance, the State Travel Office and Risk Management want to make it clear that the State does not allow for the rental of electric scooters for business travel due to the significant liability associated with their use.

3.In instances where a traveler elects to use a personal vehicle when a fleet vehicle (either state owned or Enterprise motor pool rentals) is reasonably available, the reimbursement will be limited to the lesser of the low private vehicle mileage reimbursement rate or the estimated fleet vehicle cost plus fuel. An Executive Director may authorize exceptions to allow the high private vehicle mileage reimbursement rate or a full cost reimbursement. A cost comparison is available at:

<https://fleet.utah.gov/motor-pool-a/demand-motor-pool/personal-vehicle-vs-rental-vehicle/>

If you have questions about changes to travel, you may reach out to Cory Weeks or the State Travel Office.

Travel Safe . . .



. . . Travel Wise